

**THE CONSTITUTION**

**of the**

**MISSOURI COUNCIL**

**OF**

**CAREER AND TECHNICAL**

**ADMINISTRATORS**

**Revised February 2005**

Revised July 2004

**THE CONSTITUTION  
of the  
MISSOURI COUNCIL OF  
CAREER AND TECHNICAL ADMINISTRATORS**

**ARTICLE I - NAME**

The name of this organization shall be the Missouri Council of Career and Technical Administrators (MCCTA). It shall be conducted as a division of the Missouri Association for Career and Technical Education (Missouri ACTE) and the Association for Career and Technical Education (ACTE).

**ARTICLE II - PURPOSES**

1. To promote Career and Technical Education in the State of Missouri.
2. Assist in legislation affecting Career and Technical Education on a state and national basis.
3. Improve instructional standards and up-grade Career and Technical programs at the local level.
4. Support the leadership in Career and Technical Education at the state and national levels.

**ARTICLE III - MEMBERSHIP**

**Section 1 - Active Membership**

Active membership of this council shall be open to any member of the Missouri Association for Career and Technical Education and Association for Career and Technical Education whose major responsibility is administration and/or supervision of

- (1) Career and Technical education, secondary or adult, in any public school system, or
- (2) Public school, comprehensive high school or career and technical center, area career and technical school, community or junior college and career and technical department heads in a college or university, or
- (3) Department of Elementary and Secondary Education staff members, or
- (4) Non-profit private career and technical school, and as may be further defined by the executive committee.

**Section 2 - Associate Membership**

Associate membership shall be open to any person interested in the welfare of this council. Associate membership shall not have voting privileges.

**Section 3 - Honorary Membership**

Honorary membership may be bestowed on any person upon recommendation of the Executive Committee and majority vote of the members present at the stated meeting.

**Section 4 – Retired Membership**

Retired membership shall be open to former active members who have retired.

**Section 5 - Membership Year**

The membership year shall be from July 1 to June 30.

## **ARTICLE IV - MEETINGS**

MCCTA shall hold at least two meetings in each calendar year. One meeting shall be the annual meeting and will be closely associated with the dates of the annual convention of the Missouri Association for Career and Technical Education. The location of the annual meeting shall be in or near the city in which the convention of the Missouri Association for Career and Technical Education is held for that year. A leadership conference and/or other special meetings may be held at other times, and in other places, upon the call of the President, for purposes that shall be specified in the call.

## **ARTICLE V - ELECTED OFFICERS, EXECUTIVE COMMITTEE, ELECTION AND DUTIES**

### **Section 1 - Elected Officers**

The elected officers of the Council shall be a President, President Elect, Vice President and Executive Secretary/Professional Development Coordinator. The term for each office shall be one year, with an election of Vice President and Executive Secretary (if a Professional Development Coordinator is not employed) each year. The succeeding year, the Vice President shall move to the office of President Elect, and the President Elect shall move to President. Each regional division shall elect a chairperson who shall also serve as a member of the Executive Committee. The term of office shall be one year.

### **Section 2 - Executive Committee**

The Executive Committee shall consist of the following voting members: President, President Elect, Vice President, Professional Development Coordinator, Regional Chairpersons & Assistant Commissioner for Career Education. In addition, the Executive Committee may also include the following ex-officio members: Immediate Past President, Legislative chairperson, Post-secondary representative, MCCE representative, and New Traditions representative. Annually, the incoming President shall recommend to the voting members, the ex-officio to serve for that year.

### **Section 3 - Election**

The President shall charge the Executive Committee with the responsibility of presenting a slate of candidates for the office of Vice President and Executive Secretary (if a Professional Development Coordinator is not employed). These candidates will be placed in nomination at the annual meeting.

### **Section 4 - Duties**

Officers: The duties of the President, President Elect, Vice President, and Executive Secretary/Professional Development Coordinator shall be to preside at Council and Executive Committee meetings. The President shall be chair of the Executive Committee; in case of absence a person shall be delegated to preside at Council or Executive Committee meetings.

Chairperson: The Chairperson of each region shall preside over all meetings of the region. In the absence of the Chairperson, another member appointed by the Chairperson shall preside.

Standing Committees: The standing committees for the council are: Awards, Legislative, Membership, Diversity Action, Policy, Professional Development, Program Improvement, and Public Information. The Executive Committee shall consider for approval the recommendations of each standing committee of the council.

Other Committees: Committees shall be appointed as needed by the President or by other officers with approval by the President.

Divisions of the Missouri Association for Career and Technical Education with a minimum of 75 members shall be entitled to one representative for each 100 members or major fraction thereof, not to exceed three representatives on the Board of Directors of Missouri ACTE. The President of the Missouri Council of Career and Technical Administrators shall serve as one member of the Board of Directors of Missouri ACTE. The Executive Committee shall select any additional representatives.

Divisions of the Missouri Association for Career and Technical Education are entitled to one delegate for each 50 members, and one delegate for each 50 additional members or major fraction thereof, to the House of Delegates of Missouri ACTE. The division delegate number shall be based upon the previous year's membership list. The President of MCCTA shall serve as the first delegate to the MO ACTE House of Delegates. The Executive Committee shall select subsequent delegates.

As a division of the Missouri Association for Career and Technical Education, the Missouri Council of Career and Technical Administrators may be eligible for a delegate or delegates to the Association of Career and Technical Education annual convention, as set forth in the ACTE Constitution and By-Laws: The President of MCCTA shall serve as the first delegate to the ACTE convention. The Executive Committee shall select subsequent delegates.

## **ARTICLE VI - DUTIES OF PROFESSIONAL DEVELOPMENT COORDINATOR**

The Executive Committee shall select the Professional Development Coordinator. His or her duties, term of office and compensation shall be determined by the Executive Committee.

## **ARTICLE VII - AMENDMENTS**

This Constitution may be amended at any stated meeting of the Council by a majority of the active members present at such meeting. Amendments shall not be presented for a council vote unless written notice of such proposed amendment has been sent to the membership 30 days prior to the meeting by authorization of the Executive Committee. Any such proposal for constitutional amendment shall, prior to vote thereon, be subject to modification in the same manner as for other propositions submitted for Council action.

## **ARTICLE VIII – RULES OF ORDER**

Robert's Rules of Order shall govern in all meetings of MCCTA.

## **ARTICLE IX – BYLAWS**

The Executive Committee of MCCTA may, from time to time, enact appropriate bylaws consistent with the Constitution.

## **BYLAW I - OFFICERS**

## **Section I**

The President shall serve as an Ex-officio member of all committees. With the concurrence of the Executive Committee, he/she shall make all appointments and fill all interim vacancies. In case of permanent vacancy in the office of President, the immediate Past President shall automatically assume the duties of the President until the next meeting when an election can take place. The President shall also preside at the annual meeting and the leadership conference, appoint standing committee chairpersons at the annual meeting, and shall give the charge to standing committees at the annual meeting.

## **Section 2**

The President Elect shall be in charge of the programs for the annual conference and fall leadership conference and shall perform such other duties as delegated by the President. The President Elect shall preside in the absence of the President.

## **Section 3**

The Vice President shall be in charge of the Legislative Day and Leadership II Program and shall perform such other duties as delegated by the President.

## **Section 4**

The Executive Secretary/Professional Development Coordinator shall keep complete and accurate minutes of all meetings of the Council and of the Executive Committee. He/She shall keep a roster of members, enroll new members, and correspond with persons eligible for active or associate membership.

The Executive Secretary/Professional Development Coordinator shall have power to interpret the eligibility of persons for active or associate membership, under the provisions of the Constitution for such eligibility, subject to appeal to the Executive Committee.

The Executive Secretary/Professional Development Coordinator shall have charge of the books of account of the Council and shall submit a financial report to membership at the annual meeting.

## **Section 5**

The MCCTA Legislative Representative shall serve on the Missouri ACTE Legislative Committee and shall perform such other duties as delegated by the President.

## **Section 6**

The Regional Chairperson shall call at least one meeting of the regional division annually. The regional chairperson shall report proceedings of the meeting and/or other meetings to the President and Executive Secretary/Professional Development Coordinator.

## **Section 7**

The Past President shall be responsible for keeping the Constitution current and shall perform such other duties as delegated by the President.

## **BYLAW II - EXECUTIVE COMMITTEE AND OTHER COMMITTEES**

The Executive Committee shall hold such meetings as may be deemed necessary.

Executive Committee members may vote by mail-ballots, when so requested by the President, on matters requiring their attention between meetings. A majority vote shall constitute official action.

Fifty percent of the members of the Executive Committee shall constitute a quorum at any meeting.

The Executive Committee shall consider all appointments and resignations, reports of committees, and any matters referred to it by the Council.

The Executive Committee shall authorize the issuance of all bulletins and announcements of the work of the Council. It shall set the date and place of the stated meeting subject to constitutional provisions.

#### **BYLAW IV - DUES**

The Executive Committee shall establish dues annually.

#### **BYLAW V - AMENDMENTS**

These bylaws may be amended at any stated meeting of the Council by a majority of the members present.